

**MINUTES
VILLAGE OF LAKEPARK COUNCIL MEETING
3801 LAKE PARK ROAD, LAKE PARK, NC
REGULAR SESSION**

7 PM

MAY 10, 2016

ATTENDING: Mayor David Cleveland
Council Members: Sandy Coughlin, John Barnes, Pam Jack, Fabian Szarko and Ashley Dance.
Village Administrator Cheri Clark
Finance Officer Cheryl Bennett
Attorney Ken Swain

CALL TO ORDER: Mayor David Cleveland called the May 10, 2016 Regular Session Council meeting to order.

INVOCATION: Ashley Dance gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor David Cleveland led the Pledge of Allegiance.

PUBLIC COMMENT: Jeanne McWhirter – 6117 Eisenhower Lane – requested that the Village look at the street light that is in front of her house. When she purchased the home, there was a tree beside the light and the Village removed the tree due to a tree/light conflict. Is there anything that can be done because she cannot enjoy her front porch without having a spot light shine on her? Mayor David Cleveland requested that John Barnes look into the issue.

APPROVAL OF MINUTES: Fabian Szarko made the motion to approve the April 12, 2016 Regular Session Council Minutes, April 12, 2016 Closed Session Minutes, May 3, 2016 Budget Workshop Minutes and the May 3, 2016 Closed Session Minutes. Ashley Dance seconded the motion. Vote – Unanimous.

CHANGES TO THE AGENDA: Pam Jack made the motion to adopt the May 10, 2016 Council Agenda as presented. John Barnes seconded the motion. Vote – Unanimous.

SECURITY REPORT: Deputy Rucker shared that there were 92 calls for service in April including 10 false alarm calls, 6 domestic disturbance, 3 burglary home other nonbusiness, 7 property damage vandalism mischief and 3 suspicious vehicles. There were 13 traffic stops and 10 radar patrols.

FINANCE OFFICER'S REPORT: Cheryl Bennett shared with Council that she had done the following budget transfers: \$900 from Planning & Zoning Code Enforcement Services to Planning and Zoning Legal Fees and \$65 from Property Tax to Training.

	<u>Apr 16</u>	<u>Jul '15 - Apr 16</u>	<u>YTD Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Property Taxes				
Ad valorem current year	4,101.85	544,472.01	542,765.00	100%
Utility ad valorem	0.00	6,735.31	6,500.00	104%
Motor vehicle tax	5,967.58	54,589.64	63,971.00	85%
Ad valorem prior years	44.09	4,898.55	1,800.00	272%
Prior years motor vehicle tax	29.26	145.26	500.00	29%
Penalties and interest	249.63	3,064.22	1,600.00	192%
Late List Fees	0.00	0.00	0.00	0%
Total Property Taxes	<u>10,392.41</u>	<u>613,904.99</u>	<u>617,136.00</u>	<u>99%</u>
Other Taxes				
Stormwater Fees- current year	155.00	43,350.00	42,830.00	101%
Stormwater fees - prior years	0.00	560.00	0.00	100%
Cable franchise-from Time Warner	0.00	0.00	0.00	0%
Total Other Taxes	<u>155.00</u>	<u>43,910.00</u>	<u>42,830.00</u>	<u>103%</u>
State Shared Revenues				
Sales and use tax	12,071.62	99,209.78	178,000.00	56%
Telecom. Franchise	0.00	1,012.35	2,500.00	40%
Elec. franchise tax	0.00	51,672.30	86,000.00	60%
Video Prog. (Cable from State)	0.00	10,008.48	21,000.00	48%
Piped Gas	0.00	10,131.98	7,800.00	130%
Solid Waste Disposal Tax	0.00	1,704.02	2,800.00	61%
Total State Shared Revenues	<u>12,071.62</u>	<u>173,738.91</u>	<u>298,100.00</u>	<u>58%</u>
Parks & Recreation Revenue				
Program Fees	268.00	1,206.75	1,300.00	93%
Facility Rentals	125.00	2,915.00	3,000.00	97%
Daily swim fees	70.00	6,944.25	12,000.00	58%
Season pass pool fees	11,335.00	14,025.00	48,000.00	29%
Total Parks & Recreation Revenue	<u>11,798.00</u>	<u>25,091.00</u>	<u>64,300.00</u>	<u>39%</u>
Other revenues				
Zoning Permits	400.00	700.00	500.00	140%
Approp. Fund Bal. Stormwater	0.00	0.00	35,000.00	0%
Commercial Waste Coll. Extras	0.00	0.00	0.00	0%
Approp. Fund Balance	0.00	0.00	143,095.00	0%
Civil Penalties	0.00	280.00	500.00	56%
Investment revenue	53.01	588.75	700.00	84%

Miscellaneous	0.00	1,654.14	1,491.00	111%
Total Other revenues	453.01	3,222.89	181,286.00	2%
Total Income	34,870.04	859,867.79	1,203,652.00	71%
Expense				
General Government				
Other Expenditures				
Economic Development	15.00	2,683.06	5,500.00	49%
Contingency	0.00	0.00	1,560.00	0%
Stormwater Expense				
Advertising	0.00	0.00	100.00	0%
Dues and Permits	0.00	175.00	250.00	70%
Prof. Fees - Engineering	281.75	8,590.69	15,000.00	57%
Repairs & Maint. Services	11,878.75	23,744.61	62,480.00	38%
Cap.Outlay- Pet Waste Stations	0.00	0.00	0.00	0%
Total Stormwater Expense	12,160.50	32,510.30	77,830.00	42%
Total Other Expenditures	12,175.50	35,193.36	84,890.00	41%
Planning and Zoning				
Zoning Admin. Services	892.66	8,926.61	10,712.00	83%
Code Enforcement Services	0.00	0.00	400.00	0%
Consulting Fees	0.00	1,598.00	1,600.00	100%
Legal Services	1,218.00	3,318.00	3,900.00	85%
Advertising	184.08	184.08	200.00	92%
Postage	0.00	0.00	150.00	0%
Supplies	0.00	75.49	400.00	19%
Training	0.00	0.00	500.00	0%
Total Planning and Zoning	2,294.74	14,102.18	17,862.00	79%
Gen. Govt. Personal Services				
Adm Assistant	551.25	3,298.51	5,200.00	63%
Clerk/Tax Collector	5,195.34	51,953.40	62,344.00	83%
Council	0.00	9,141.75	12,189.00	75%
Finance Officer	1,346.17	13,461.70	16,154.00	83%
Mayor	0.00	3,750.00	5,000.00	75%
Payroll Expenses	610.87	6,959.53	8,886.00	78%
Total Gen. Govt. Personal Services	7,703.63	88,564.89	109,773.00	81%
Professional Fees				
Engineering Fees	0.00	0.00	400.00	0%

Auditing Services	0.00	5,200.00	5,200.00	100%
Legal Services	3,010.00	10,452.35	15,000.00	70%
Total Professional Fees	3,010.00	15,652.35	20,600.00	76%
Supplies and Materials				
Office	50.00	3,915.82	5,400.00	73%
Total Supplies and Materials	50.00	3,915.82	5,400.00	73%
Services				
Advertising	0.00	183.44	200.00	92%
Membership and dues	0.00	4,458.00	4,467.00	100%
Bank charges	50.15	689.49	820.00	84%
Elections	0.00	3,161.68	3,165.00	100%
Insurance/bonds	0.00	7,351.49	7,500.00	98%
Miscellaneous oper. exp.	0.00	0.00	700.00	0%
Newsletter/website/flyers	0.00	1,065.40	1,500.00	71%
Printing & Delivery Newsletter	110.00	1,624.40	2,300.00	71%
Postage	0.00	58.22	500.00	12%
Property Tax	0.00	285.08	1,035.00	28%
Tax collection	170.40	1,537.51	2,800.00	55%
Telephone	482.71	4,375.38	5,020.00	87%
Training	225.00	865.00	865.00	100%
Travel	66.96	1,855.60	2,200.00	84%
Total Services	1,105.22	27,510.69	33,072.00	83%
Capital Outlay				
Community Center HVAC	0.00	12,020.00	12,000.00	100%
Sidewalk repairs	0.00	33,400.00	33,400.00	100%
Reserve for Capital Replacement	0.00	0.00	10,000.00	0%
Total Capital Outlay	0.00	45,420.00	55,400.00	82%
Total General Government	26,339.09	230,359.29	326,997.00	70%
Parks & Recreation				
Parks/Rec. Supplies & Materials				
Flags	0.00	0.00	2,500.00	0%
Janitorial /Cleaning Supplies	6.38	69.83	400.00	17%
Food/Provisions - events	206.28	1,095.51	2,500.00	44%
NNO Food/Supplies	0.00	0.00	0.00	0%
Pool Supplies	0.00	38.48	3,000.00	1%
Park Materials & Supplies	0.00	0.00	0.00	0%
Benches, Tables, Etc.	0.00	0.00	0.00	0%
Total Parks/Rec. Supplies & Materials	212.66	1,203.82	8,400.00	14%

Parks/Rec Services				
Pool Attendant Salaries	0.00	90.00	750.00	12%
Pool Resurfacing	0.00	54,520.00	60,000.00	91%
Pool management fee	7,561.50	25,315.00	51,290.00	49%
Pool Operations	1,325.84	1,394.68	11,100.00	13%
Comm. center maintenance	949.00	4,538.30	7,791.00	58%
Seasonal Decorations	0.00	12,256.78	13,400.00	91%
Events Services	119.15	439.15	1,200.00	37%
Water/Sewer	0.00	5,313.56	9,600.00	55%
Natural Gas	50.49	526.56	1,000.00	53%
Total Parks/Rec Services	10,005.98	104,394.03	156,131.00	67%
Maintenance of Common Areas				
Landscaping	19,608.33	124,458.33	148,000.00	84%
Park maintenance	5,558.97	41,924.85	48,400.00	87%
Pond maintenance	3,871.80	16,151.80	24,420.00	66%
Electric Maintenance	645.00	4,142.97	5,000.00	83%
Repairs of Common Areas	775.00	1,397.17	2,000.00	70%
Total Maintenance of Common Areas	30,459.10	188,075.12	227,820.00	83%
Parks/Rec Capital Outlay				
Reserve for pool re-plastering	0.00	0.00	20,000.00	0%
Benches, Tables etc.	0.00	441.89	4,000.00	11%
Pool Renovations	0.00	0.00	0.00	0%
Total Parks/Rec Capital Outlay	0.00	441.89	24,000.00	2%
Total Parks & Recreation	40,677.74	294,114.86	416,351.00	71%
Public Services/Safety				
Electric bills	8,709.88	88,449.97	109,600.00	81%
Street Signs	370.00	889.00	2,000.00	44%
Waste Collection	15,279.82	137,098.38	184,000.00	75%
Law enforcement	41,176.00	164,704.00	164,704.00	100%
Total Public Services/Safety	65,535.70	391,141.35	460,304.00	85%
Total Expense	132,552.53	915,615.50	1,203,652.00	76%
Net General Fund	97,682.49	-55,747.71	0.00	100%
Powell Bill				
Other Income				
Fund Bal. from Powell Bill	0.00	0.00	3,100.00	0%

Interest - Powell Funds	8.92	43.87	0.00	100%
Powell Bill Revenue	<u>0.00</u>	<u>96,897.32</u>	<u>96,000.00</u>	<u>101%</u>
Total Other Income	8.92	96,941.19	99,100.00	98%
Other Expense				
Street Exp. - Powell Bill	<u>143.25</u>	<u>3,502.00</u>	<u>99,100.00</u>	<u>4%</u>
Total Other Expense	<u>143.25</u>	<u>3,502.00</u>	<u>99,100.00</u>	<u>4%</u>
Net Powell Bill	<u>-134.33</u>	<u>93,439.19</u>	<u>0.00</u>	<u>100%</u>
Net Excess of Rev. over Exp.	<u><u>97,816.82</u></u>	<u><u>37,691.48</u></u>	<u><u>0.00</u></u>	<u><u>100%</u></u>

The proposed 2016 – 2017 budget (excluding Powell Bill) is \$1,165,577 which is a decrease of \$37,584 or 3% from the prior year amended budget. The proposed tax rate is \$0.23/\$100 valuation. Assessed values of real and personal property showed only a small increase, from \$238,368,304 last year to \$238,808,666 this year. Motor vehicle values increased from \$28,094,477 last year to \$30,999,782 this year. Appropriations from Fund Balance are \$77,383. The budget continues to fund two deputies, sidewalk repairs, increasing bulk waste pickups and resurfacing the basketball and tennis courts.

Sandy Coughlin made a motion to call for a Public Hearing on the budget at 7 pm prior to the June 14th Council meeting. Pam Jack seconded the motion. Vote – Unanimous.

TAX COLLECTOR APPOINTMENT AND OATH: Mayor David Cleveland explained that the tax collector needs to be appointed for a designated term and needs to take a subscribed oath of office as specified in NCGS: 105-349(g) at each appointment. Council decided that the term should be a two year term that coincides with the Mayor's term of office. Sandy Coughlin made the motion to appoint Cheri Clark as the tax collector and the term of office to be a two year term to coincide with the Mayor's term. The appointment and term of office for this term will expire December 2017. Ashley Dance seconded the motion. Vote – Unanimous. Mayor David Cleveland administered the oath of office to Cheri Clark.

PARK AND RECREATION BUSINESS: Fabian Szarko shared that the seventeen new umbrellas and stands for the pools have arrived. The umbrellas are Forest Green.

We received a quote from Byrum Pressure Cleaning for pressure washing the playground equipment & entrance signs throughout the Village for \$1250. This was significantly less than the \$2500 requested and approved for this project.

Fabian Szarko shared that the up-lighting for the Founders Park Gazebo has been completed and thanked John Barnes for his work on the project.

P&R received three bids for renovations to the pool bathrooms as follows:

J. S. H. Flooring & Contracting	\$10,530
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Hawk Construction	\$ 5,800
JT Plumbing	\$ 5,000

The renovations will include repairs to the toilets, removing water damaged drywall & baseboards, painting, installing vinyl door vents, and installing tile in the Olympic Pool bathrooms. P&R would like to request approval for up to \$6,000 for this project to be funded out of Pool Operations. Fabian Szarko made the motion to approve the pool bathrooms. John Barnes seconded the motion. Vote – Unanimous.

The pool gates should be installed this week or the first part of next week

Ashley Dance shared that a dozen residents participated in the annual Litter Sweep on Saturday, May 7th. Thirteen bags of trash were collected from all of the parks and common areas. Thanks to the participants for helping to keep our Village beautiful. All of the volunteers received t-shirts.

The pool opens May 28th, 10 am.

The Memorial Day Ceremony is May 30th, 11 am to 12 noon at Veterans Pond. Creft Circle will be closed from Queens to Logan.

ECONOMIC DEVELOPMENT: Sandy Coughlin shared that the decorative directional signs are being replaced within the Village. Sign #1 now has Church on one side and School on the other side. The side pointing to Faith United Methodist Church is correct.

The next meeting is May 19, 2016.

PUBLIC SERVICES: Mayor David Cleveland shared that the requested Community Watch signs have been ordered - \$270. Work has started on the Hoover Street Stormwater Project at the upper end of the channel. The neighbors on both sides of the channel have been very cooperative.

H&S Paving has provided a quote for street paving - \$68,850. The Village also wants to address the potholes within the Village and the Village will also need engineering services on the paving and repairs. Mayor David Cleveland request \$75,000 for the project. Sandy Coughlin made the motion to accept H&S Paving's quote and additional services - \$75,000. Pam Jack seconded the motion. Vote – Unanimous.

Pam Jack shared that having Waste Collection bulk waste pick up weekly will hopefully eliminate the confusion that residents continue to experience and improve community experience.

John Barnes shared that the street light at the corner of Balsam and Creft is being replaced. The decorative light post has been ordered and the line has been secured. The Village is installing a cobra light at the end of Arthur Street down by Veterans Park.

COMMUNICATION: The deadline for articles and information for the May newsletter is Friday, May 13th at 5 p.m. Topics to be included: Pool Memberships, Litter Sweep, Alarms, Curfew, Stormwater, Spring Yard Sale, Fishing Permits, Trash Tips, Bike Safety and Election.

CLOSED SESSION: Sandy Coughlin made the motion to go into Closed Session for legal advice as reflected on the Agenda. Pam Jack seconded the motion. Vote – Unanimous.

Mayor David Cleveland called the Regular Session of Council back in session.

COUNCIL COMMENTS: Ashley Dance thanked everyone for the participating in the Litter Sweep and she also thanked Cheryl Bennett for her work on the budget.

Mayor David Cleveland thanked the Council for the way they conduct themselves both in and out of chambers and for putting the best interest of the Village first and foremost.

Ken Swain shared that the Village of Lake Park Council has always worked well together.

ADJOURN: Ashley Dance made the motion to adjourn. Fabian Szarko seconded the motion. Vote – Unanimous.

Respectfully submitted,


Mayor David Cleveland


Village Administrator, Cheri Clark

